

# MARYLAND DEPARTMENT OF JUVENILE SERVICES



## POLICY & PROCEDURE

**SUBJECT:** Post Orders Policy  
**NUMBER:** RF-07-07 (Residential Facilities)  
**APPLICABLE TO:** Residential Facilities  
**EFFECTIVE DATE:** September 27, 2007

Approved: "/s/signature on original copy"

Donald W. DeVore, Secretary

1. **POLICY.** Department of Juvenile Services (DJS) residential facilities shall implement Post Orders detailing the duties and responsibilities for Direct Care, Transportation Employees and Security Officers. Post Orders shall be reviewed at least annually by the Facility Administrator and updated when necessary. The Facility Administrator shall ensure that a sufficient number of employees are deployed appropriately to provide for the safety and security of the youth, employees, and facilities.
2. **AUTHORITY.**
  - a. Annotated Code of Maryland, Human Services Article, §§ 9-221, 9-226 to 9-229.
  - b. American Correctional Association, Standards for Juvenile Detention Facilities 3-JDF-3A-05, 3-JDF-3A-06 and 3A-JDF-3A-07.
  - c. Maryland Standards for Juvenile Detention Facilities.
3. **DEFINITIONS.**
  - a. *Post* means a place or function to which an employee is assigned to ensure the safety and security of the facility.
  - b. *Post Order* means a written set of instructions, requirements and guidelines for the effective operation of an assigned post within the facility.
4. **PROCEDURES.**
  - a. **General Procedures.**
    - (1) Each Facility Administrator shall develop and implement a Facility Operating Procedure (FOP) that cites specific and general instructions for the operation of every post within the facility, on facility property, or any function conducted away from the facility such as transportation of a youth or supervision of a youth at a location such as a hospital or off-facility appointment. Posts which are manned occasionally for scheduled events such as visitation shall be included.

- (i) Staff positions that shall have Post Orders include at a minimum:
    - (a) Resident Advisors
    - (b) Resident Advisor Lead
    - (c) Resident Advisor Supervisor
    - (d) Shift Commander
    - (e) Security; and
    - (f) Special duty/assignment positions (i.e. key control, supply, safety officer or emergency management officer).
  - (ii) Each facility shall establish Post Orders, as applicable, for the following:
    - (a) Admissions
    - (b) Housing Units
    - (c) Multi-purpose room
    - (d) Indoor and outdoor recreation areas
    - (e) Transportation
    - (f) Health Services Unit
    - (g) Dining area
    - (h) Laundry
    - (i) Supply
    - (j) Visitation
    - (k) Command Control Center
    - (l) Hospital and off-property appointments; and
    - (m) Maintenance Shop.
  - (iii) Each Post Order shall include:
    - (a) Name of facility
    - (b) Name of post including location
    - (c) Date of post order
    - (d) Times post is manned
    - (e) Number of staff assigned to post
    - (f) Detailed description of duties, including equipment needed
    - (g) When post may be collapsed and who may authorize
    - (h) Facility Administrators signature and date, indicating approval of post order
    - (i) Last review date and next review date; and
    - (j) Staff's signature sheet.
- (2) Employees assigned to the post shall pay careful attention to details in the execution of their duties.
- (3) Post Orders are for the exclusive use of facility employees and shall not be shown to youth or other unauthorized persons.
- (4) Employees shall remain at their assigned post until properly relieved or authorized to leave by a managerial employee.

- (5) Staff shall be assigned to shifts in sufficient numbers to operate a post that is active during the shift. In determining the number of staff to assign to shifts several factors will be considered, including, but not limited to number of post or functions to be covered, critical post which cannot be collapsed, gender specific post and scheduled days off and leave needs of staff. If an insufficient number of employees report for duty to meet minimum coverage requirements, the Shift Commander will initiate the protocols to call in and/or hold over sufficient staff to meet the minimum coverage requirements and notify the Facility Administrator.
- (6) The Facility Administrator shall ensure all Post Orders are reviewed and revised annually or as needed.

**b. Use of Post Orders.**

The Facility Administrator shall ensure a copy of each Post Order is located at the Command Control Center. A copy of Post Orders shall be maintained on or near each post. Supervisors shall ensure the staff under their supervision review and sign the Post Order prior to assignment to the post. ***Post Order Signature Form (Appendix 1)*** shall be maintained with the Post Order at the post and a copy at the Command Control Center.

**c. Changes to Post Orders.**

- (1) Employees are required to submit to their Shift Commander any operational changes that have occurred, or that they recommend should occur, in the operation of their post.
- (2) The Shift Commander shall review and edit these suggestions and submit them to the Facility Administrator for review and/or action.
- (3) Whenever there is a change in the post or Post Order, the Shift Commander or a managerial employee shall ensure that employees have read, understood and signed the new Post Order prior to its being implemented.
- (4) Changes shall not be made to any Post Order without the approval of the Facility Administrator.

**5. DIRECTIVES/POLICIES AFFECTED.**

**a.** Directives/Policies Rescinded - **02.09.04 (Post Orders).**

**b.** Directives Referenced - **None.**

**6. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes.**

**7. FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

**Appendices – 1**

1. Post Orders Signature Form





## **MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)**